

DDA SUBJECT FILE COPY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Detail to NSC

FROM:

Executive Officer, OP

EXTENSION

NO.

DDA Registry

DATE

8 January 1987

STAT

STAT

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show item whom it was sent to. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

EXO/DDA
7D10 HQS

28 JAN 1987

1/24

2.

EA/EXDIR

3.

4.

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1 to 2. ExDir, based on our conversation last week I have asked that all NSC requests for support/staff be OK'ed by the ExDir staff. Here's a request for FOIA support.



60-7

FORM
1-79

610

USE PREVIOUS
EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

28 January 1987

MEMORANDUM FOR: Executive Officer, DDA

FROM:

[REDACTED]

STAT

Executive Officer, OP

SUBJECT: Request for Detail to National Security Council

REFERENCE: Request for a Detailee from NSC dtd 15 January 1987

1. Subsequent to our telephone conversation on 13 January, I asked that the National Security Council send a note documenting the request of a temporary detail to help them with FOIA matters. Formerly such matters would be passed by phone from Ms. Dix to me and then to OIS or other appropriate office. You advised that we should now clear these with [REDACTED] in the Executive Director's office.

STAT

2. I did not call the Executive Director's office on this matter and leave it to your judgement whether to pass this note on to them, send it direct to OIS, or return it to me for rejection or passage to OIS. I would hope that we can comply with the NSC's request for assistance.

[REDACTED]

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

January 15, 1987

MEMORANDUM FOR

[REDACTED]
Executive Officer
Office of Personnel
Central Intelligence Agency

STAT

FROM:

MARY A. DIX
Administrative Officer

ILLEGIB

SUBJECT:

Request for a Detailee

We would very much appreciate the non-reimbursable detail of one of your personnel to help us out in our FOIA Directorate. We are seeking a six to nine month detail of a GS 10-13 FOIA person to aid us in facing an unexpected increase in cases.

If your FOIA office has questions reference this detail requirement, please feel free to contact Nancy Menan on: 395-5756. Nancy is our FOIA Director and she can help to explain our requirement.

As always, I appreciate the super support provided by your agency.

cc: Nancy Menan
Brenda Reger